



# Manager's Report

*For Council Meeting 9/25/01*

## **FINANCE**

Listed below are the new businesses licensed during this period:

<b><u>Business Name</u></b>	<b><u>Address</u></b>	<b><u>Business Type</u></b>
Basnet, Sushma	421 Sparkleberry Ter NE	Child Care
Blinds, Blades & Bulbs	107 S King St SW	Retail
E K Cleaners	711 Clark Ct NE #202	Carpet Cleaning
History As Art	1 Loudoun St SE	Retail – Maps
Land Management & Design LLC	17 A Royal St SE	Land Consultants
Law Office of Patricia Tichenor	7 E Market St 2 <sup>nd</sup> Fl	Attorney
Libby Stevens/Artist Studio	222 S King St	Retail – Fine Art
Miles, Sandra P	104 Catocin Cr SW	Beauty Shop
MMM Improvement	642 Springhouse Sq SE	Home Improvement
Piroozgar, Martha L	650 Springhouse Sq SE	Child Care
River Dreams Marketing Inc	403 Davis Ave SW	Marketing
Sandra A Glenney PC	7 E Market St 2 <sup>nd</sup> Fl	Attorney
Southern Living at Home	217 Davis Ave SW	Party Planning
Virginia Resource Mapping	751 Miller Dr SE #A-2	Aerial Mapping

## **HUMAN RESOURCES**

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<b><u>New Hires</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Amy Wilbricht	Management/Budget Analyst	Finance
Mark Baker	Utility Maintenance Worker II	Utility Lines
Jamie Morin	Utility Maintenance Worker II	Utility Lines

<b><u>Resignations</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
none		

<b><u>Transfers</u></b>	<b><u>New Position</u></b>	<b><u>Department</u></b>
Lee Ann Bartyczak	Executive Associate I	Executive

**PLANNING AND ZONING****Current Planning Division Activity****Plans accepted for review during the period of September 5, 2001-September 19, 2001**

- IPCO Parcel B-10, Sketch Plan, Subdivision into Two Lots - Delane Parks
- Toll House Plaza, Sketch Plan, Add and Additional Pad site for a commercial Building-Delane Parks
- Main Street Program, Exploratory Towns Team, Ongoing, Nick A. Colonna, Marantha Edwards, Mayor Webb,
- Annexation Study, Received August 3, 2001 Due to be Submitted to Consultants -Planning Staff
- Zoning Ordinance Update, Brian Boucher
- Battlefield Parkway Shopping Center, remodeling of Hechinger's-Nick A. Colonna
- Potomac Crossing Section 10, Rough Grading Plan, John Johnston
- Edwards Landing Phase IV, Rough Grading Plan, Nick A. Colonna
- Edwards Landing Phase IV, Construction Drawing, 37 Townhomes, 2nd Submittal, Nick A. Colonna
- Edwards Landing Phase 2B, Rough Grading Plan, Nick A. Colonna
- Sycolin Road Improvement, Construction Drawings, Delane Parks
- Kincaid Forest section 4B, Inserts for approved construction Drawings, Nick A. Colonna/John Johnston
- Stratford Ryland, Lake Facility, Construction Drawings, Delane Parks
- Potomac Crossing/Battlefield Parkway Phase III Road Improvements, Construction Drawings, Floodplain Alteration Plan, Nick A. Colonna

**Plans reviewed or completed during the period of September 5, 2001-September 19, 2001**

- Potomac Station Section 10, Final Plat, 1<sup>st</sup> submission, - Delane Parks
- Stratford Ryland Sanitary Sewer Relocation- Delane Parks
- Potomac Station, Section 8H Final Plat and Deed, Conditional Approval- Delane Parks
- Chelsea Outlet Mall, Boundary Line Adjustment for Middleburg Bank, Conditional Approval, Nick A. Colonna
- Edwards landing Section 3, 1<sup>st</sup> Submittal, 108 Signal Family Homes, Nick A. Colonna
- Edwards landing Phase 2A, Final Plat, Conditional Approval-Nick A. Colonna
- The Hamlet at Leesburg, Final Plat, Conditional Approval -Nick A Colonna
- The Hamlet at Leesburg, Construction Drawings, 2<sup>nd</sup> Submission-Nick A. Colonna
- Leesburg Executive Airport, Runway Improvements, Conditional Approval-Delane Parks
- Hampton Inn, Final Submission, Preliminary Plan, Conditionally Approved- Nick A. Colonna
- Hawkins Property, Preliminary/Final Plat, Construction of Office Space, Conditional Approval to Department of Engineering- Nick A. Colonna
- Edwards Landing 2B, Final Plat, Conditional Approval-Nick A. Colonna

**Comprehensive Planning Division Activity (regarding Rezoning and Special Exceptions) thru September 19, 2001****Rezoning:**

- Potomac Crossing Concept Plan and Proffer Amendment, and Town Plan Amendment: Vote postponed at July 10, 2001 Town Council post public hearing meeting. **Randy Hodgson**
- Catoctin Square: This case proposes a rezoning from B-2 to R-22, to allow for the construction of 176 apartment units. The property involved is located off of Catoctin Circle behind the Kmart/Giant shopping center on Market Street and Edwards Ferry Road. **Randy Hodgson**
- Hawkins: This case proposes a rezoning from I-1 to R-16, to allow for the construction of 36 townhouse units. The property involved is located adjacent to the Fox Chapel Condominiums and the Route 15 Bypass. This case did not go to the August 2, 2001 Planning Commission meeting. It is currently in review process by staff and is not scheduled for meetings. **Randy Hodgson**
- Tavistock: This case proposes changes to the original concept plan regarding rear setbacks, to allow for the construction of decks behind the townhouses. The property involved is located in the Tavistock Farms development. Scheduled to go to the Planning Commission for briefing September 20, 2001 and to Planning Commission for public hearing October 4, 2001. **Randy Hodgson**
- Leesburg Airport Corporate Park: This case proposes a rezoning from I-1 to MA, to allow for airport expansion. The property involved is located off of Sycolin Road and Miller Drive. This case is currently in the review process by staff and meetings have not yet been scheduled. **Randy Hodgson**

**Special Exceptions:**

- Khalid, Rise and Shine Day Care: Planning Commission voted to recommend approval of staff's recommendation and suggested conditions. Went to the Town Council meeting August 13, 2001 for preview. Is scheduled to go to worksession October 9, 2001 and public hearing October 10, 2001. **Nancy Costa**
- Jerry Chevrolet & Oldsmobile: Request of approval to allow for retail sales/rental and service department. The property is located adjacent to the CVS on Market Street. Planning Commission briefing scheduled for October 18, 2001. **Nancy Costa**

**Water & Sewer Administration****Capital Projects Update****Water Storage Tank Siting Evaluation**

Ten proposals were received on September 4<sup>th</sup> for engineering services relating to the low pressure investigation and water tank siting study. These proposals are under review by the selection committee and a recommendation to Council is anticipated within the next three weeks.

**Water Supply Division****Training**

Gary Yoho and Jamie Matthews attended VPI Water I Operator's Short School during the week of August 12<sup>th</sup> – 17<sup>th</sup>, 2001.

**Capital Projects Update****Water Treatment Plant Upgrade to 10 MGD**

The contractor is performing the following operations:

- Conducting electrical operations.
- Performing painting and special coating applications.
- Control system configuration and equipment calibrations are in progress.
- Laboratory is complete. Relocation is in progress.
- Performing work change directive operations.

**WTP Expansion Project Status**

Dollar value complete 98.8% Time Elapsed 140%.

The contractor continues to be approximately 251 days behind schedule.

- Contract start day was May 1, 1999.
- Original contract days – 401 days to substantial completion date of August 23, 2000.
- A time extension 127 days was granted making the substantial completion date December 28, 2000. This extended the revised contract by 608 days to substantial completion.
- No additional time extension has been agreed upon, therefore liquidated damages are being withheld at a rate of \$1,000.00 per day.
- Approximately \$221,000.00 liquidated damages have been withheld to date. Katz & Stone have been retained to represent the town in this construction contract dispute with Conewago Enterprises, Inc.

**Water Pollution Control Division****Sewage Spill at WPCF**

A sewage spill occurred at the WPCF on August 19<sup>TH</sup> due to a SCADA system malfunction, causing approximately 10,000 gallons of wastewater to overflow the new BNR splitter box. The spill was completely contained in the storm water containment basin and returned to the WPCF for treatment, resulting in no un-permitted discharge to the environment. activities, severe thunderstorms or vandalism.

**WPCD FY02 Project Status Report****Capital Improvement Projects**

- WPCF Expansion Project: Contract executed and Purchase Order (PO) issued for Study Phase. Kick-off workshop was held for August 30<sup>th</sup>.
- WPCF Office Space: Bids for construction were received August 29<sup>th</sup>, 2001 with Camcon LP the low bidder at \$84,652.77. This bid was within the project budget estimate.
- Underground Fuel Tank Replacement: Bids for construction were received on August 29, 2001 with Camcon LP the low bidder at \$84,652.77. This bid was within the project budget estimate.
- SCADA System Upgrades: Contract executed and PO issued for study phase.
- Dump Truck Replacement: Quotes obtained and POs issued.
- Potomac Pumping Station (second developer-funded pumping station in River Creek): Design completed to town standards and construction is underway.

**Capital Outlay Projects**

- WPCF Administration Building Heat Pump Replacement: Quotes obtained on a 5-ton energy efficient unit and PO issued.
- WPCF Energy Improvements: Engineering completed and a PO issued for installation of power factor capacitors on four 150 horsepower pumps. This project brings the total number of improvements using power factor capacitors to 13 pieces of equipment and 1850 connected horsepower. Variable frequency drive technology is even more efficient, and 27 pieces of equipment utilize these systems.
- Solids Management Plan Update: Contract executed and PO issued.
- Storm water Permit Assistance: Contract executed and PO issued. Kick-off workshop is scheduled for September 14<sup>TH</sup>.

**Training**

Harry Grimm attended the Supervisors Training Class, Ted Castel attended the Level 3 Wastewater Treatment Class, and Bill Caulfield attended the Level 2 Wastewater Treatment Class from August 20-24, 2001. These are annual classes sponsored by the Virginia Department of Environmental Quality and are held on the VPI/SU campus.

**Utility Lines Division****Training**

Dustin Childress & Hank Woodward attended Word '97 training held at County Complex.

**Water & Sewer Administration**

1. Awaiting receipt of bids for Evergreen Mill Sewer design from several engineering firms.
2. A pre-bid meeting was held for Cardinal Park Sewer and Phase II Sewer System Improvements. Bid due date is September 28, 2001.
3. Several water and sanitary sewer models were performed for proposed developments
4. Water and sewer permit issuance continues at a steady pace. A total of 192 permits have been sold since July 1, 2001.

**Water Supply Division****Training:**

Russell Chambers attended a Good Laboratory Practice Seminar at Charlottesville, VA, on September 11<sup>th</sup>, 2001

**Capital Projects Update****Water Treatment Plant Upgrade to 10 MGD**

- The contractor is performing the following operations:
- Conducting electrical operations.
- Performing painting and special coating applications.
- Control system configuration and equipment calibrations are in progress.
- Performing work change directive operations.
- Paving restoration has begun.

**WTP Expansion Project Status**

- Dollar value complete 99% Time Elapsed 143%.
- The contractor continues to be approximately 263 days behind schedule.
- Contract start day was May 1, 1999. Original contract days – 401 days to substantial completion date of August 23, 2000.
- A time extension 127 days was granted making the substantial completion date December 28, 2000, resulting in a total contract time of 608 days.
- No additional time extension has been agreed upon, therefore liquidated damages are being withheld at a rate of \$1,000.00 per day.
- Approximately \$243,000.00 liquidated damages have been withheld to date. Katz & Stone have been retained to represent the town in this construction contract dispute with Conewago Enterprises, Inc.

**Water Pollution Control Division****Capital Projects****Biological Nutrient Removal Upgrade (BNR)**

- Construction value is 96 % completed, construction cost to date is \$5,663,144 with current construction cost at \$5,886,880 (\$100,769 in change orders and \$180,372 received in the tender agreement).
- Final completion was not achieved by the extended date of July 22, 2001 agreed upon in the BNR Tender Agreement, and the town has been making the following assessments against the BNR Tender Agreement Escrow Account:
- All engineering services related to this extension since May 9, 2001 (\$44,927 through 8/31/01)
- Miscellaneous town expenses at a fixed rate of \$500 per day since July 22, 2001 (\$20,000 through 8/31/01).
- DEQ penalties at \$500 per day for 10 days and \$1000 per day till completion (\$26,000 through 8/31/01).

- These assessments will continue until final completion is achieved in approximately 2 weeks.

**Biosolids Management Upgrade (BMU)**

- Construction value is 84 % complete. Construction cost to date is \$8,438,394 with current construction cost at \$10,021,131 (\$40,146 in change orders and \$455,985 received in the tender agreement).
- Final completion was not achieved by the extended date of September 14, 2001 agreed upon in the BMU Tender Agreement, and the town has been making the following assessments against the BMU Tender Agreement Escrow Account:
- All engineering services related to this extension since June 25, 2001 (\$25,305 through 8/31/01).
- Miscellaneous town expenses at a fixed rate of \$500 per day since September 14, 2001 (to be assessed at the end of September 2001).
- These assessments will continue until final completion is achieved in approximately 6 weeks.

**Grant and Loan Status**

- Grant Funds received to date: \$6,304,103 with an approved balance of \$121,912, deferred funds of \$51,719, and approximately \$130,000 in additional grant eligible costs. As reported in August, available VWQIF funding will not allow complete reimbursement of grant requests and a portion of all requests will be deferred until funds are available. The reimbursement percent was set at 85%, since the Secretary of Natural Resources did transfer the interest earned on the point source allocation of VWQIF funds into the VWQIF to be used solely for point source reimbursements.
- Loan funds received to date: \$11,000,000 (complete).

**Utility Lines Division****Training**

Mike Nolan and Ken Binder attended Radio Read in Fairfax.

**Summary Programs**

Work on manhole & valve box adjustment for paving schedule. Work with contractor painting fire hydrants for N.W. section of Town.

**TOWN OF LEESBURG**

Full-time positions being recruited as of September 21, 2001

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
<b>Econ Dev</b>	1	Econ Dev Director	5/7/01	√	√				
	1	Admin Secretary	3/9/01	√	√	On hold			
<b>Eng &amp; PW</b>	1	Asst Supt - Streets	7/1/01	√	√				
	1	Engineer – Spec Projects	1/24/01	√	√	√			
	1	Inspector Supervisor	5/22/01	√	√				
	1	Administrative Associate II	9/4/01	√	√				
<b>Parks &amp; Rec</b>	1	Front Desk Supervisor	7/1/01	√	√	√	√		
	1	Parks Manager	9/4/01	√	√				
<b>Human Res</b>	1	Human Resources Director	7/1/01	√	√				
<b>P&amp;Z</b>	1	Director of P&Z	8/4/01	√	√				
<b>Police</b>	1	Communications Tech I	8/1/01	√	√	√	√		
<b>Util Lines</b>	1	Equipment Operator	9/17/01	√	√				
<b><u>TOTAL</u></b>	12								

R. S. Noe